

Accela Citizen Access (ACA) is an online system designed specifically for the State of Michigan which allows the users to do the following:

- Look up a businesses to verify they are licensed
- Submit a complaint (with or without being a registered user)
- Apply for a new licenses
- Renew licenses
- Maintain licenses (An example of maintenance could be changing phone number, email, or adding a new emergency contact etc.)

In order to start your application process online, you would start with following the steps below:

Step1: Visit <https://aca3.accela.com/mdard/>

Step 2: Register yourself as a user and log in.

Note: Follow the prompts for 'register as a user'. You will receive an email with an 'activation link'. Click on the link and login to active your account.

Step 3: On the top bar, click on 'Licenses' and select 'Apply for a License' from the dropdown.

Step 4: Review the 'General Disclaimer', check 'I have read and accepted the above terms' and click '[Continue Application](#)'

Step 5: Select the License Type you wish to apply for and hit 'Continue Application' The following are the license type options to choose from:

- Food License Application
- Motor Fuels Retail Outlet Application
- Multiple Location Application
- Nursery Stock Dealer or Grower Application
- Water Bottling Registration Application
- Water Dispensing Machine Registration Application

Step 6: You will be redirected to the license application process. Follow the steps and provide the required information to submit the application.

Note: Please DO NOT use the '[SELECT FROM ACCOUNT](#)' button to add your contacts information. You must use the 'ADD NEW' button to fill out complete information which is required for license issuance.

Step 7: Be sure to review your application on the final 'Review' step prior to submitting.

Step 8: For the final step, you will be redirected to the state of Michigan credit card processing system. Make the payment and your license application will be successfully submitted.

If you have any difficulties following the above steps, please feel free to reach out to us at 800-292-3939